

Compass 101:

Staying On Top of Your Game

By: Andrew Fletcher

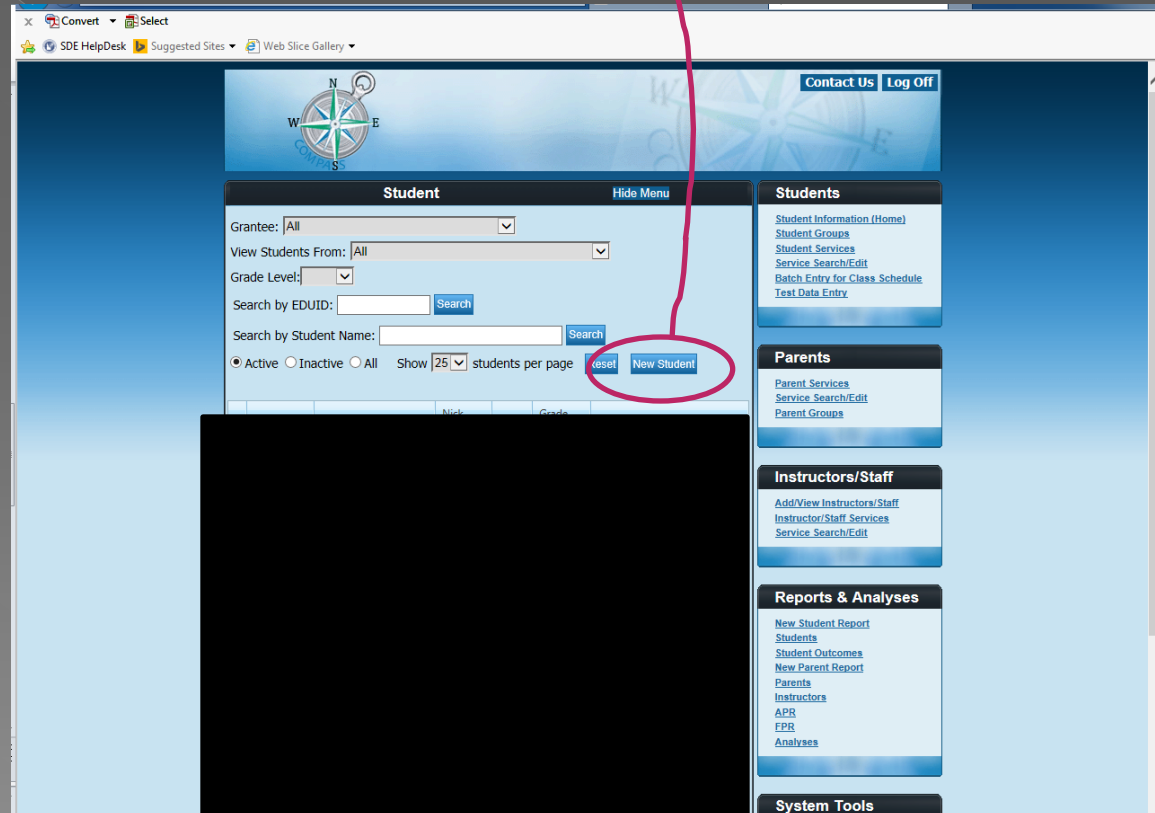
Agenda

- Introduction
- Students
 - > Adding/Inactivating
 - > Services
- Staff
 - > Adding
 - > Services
- Parents
 - > Adding/Assigning
 - > Services
- Reports
 - > Total Days
 - > Gender
 - > Grade Level
 - > Race/Ethnicity

Adding Students

- On “Home Page”
click “New Student”

Click here!!



Adding Students

- Required Information:
 - > First Name
 - > Last Name
 - > EDUID
 - > School
 - > Gender
 - > DOB
 - > Race/Ethnicity
 - > Grade
 - > Start Date

The screenshot shows a web application window titled "Student Demographics" with a "Students" tab. The form contains various input fields for student information. Red circles highlight the required fields as listed in the adjacent text: First Name, Last Name, EDUID, School, Gender, Date of Birth, Race, Ethnicity, Grade, and Start Date. The form also includes sections for Address, Contact Information, and Academic Information. A list of existing students is visible on the left side of the form.

EDUID	First Name	Middle Name	Last Name	Suffix
> 382476				
> 103217				
> 613474				
> 365264				
> 621438				
> 978375				
> 621438				
> 978375				
> 958363				
> 259222				
> x1322				
> 677541				
> 468747				
> 174177				
> 100113				

Adding Students

[illegible]

Inactivate Students

Click Here!

- On “Home Screen” click the little blue arrow on the left side of student name.

- Click on the bottom “Edit” button.

The screenshot shows a web application for student management. At the top, there is a search bar labeled 'Search by Student Name:' with a 'Search' button. Below it are radio buttons for 'Active', 'Inactive', and 'All', and a 'Show 25 students per page' dropdown. A red arrow points from the text 'Click Here!' to a small blue downward arrow on the left side of a student's name in a table. The table has columns for 'Student ID', 'Student Name', 'Nick Name', 'Suffix', 'Grade Level', and 'Current Center'. Below the table, there are tabs for 'Demographics', 'Parents', 'Academics', 'Testing', and 'School History'. The 'Demographics' tab is selected, showing 'Student Information' with fields for Address, City, State, Zip, Phone, Cell Phone, Email, Contact Method, Gender, Date of Birth, Race, Ethnicity, Enrollment Date, Grad Year, 1st Generation, Permission Slip, Feeder School, Graduated, Notes, and an 'Edit' button. A red arrow points from the text 'Click Here!' to this 'Edit' button. The right sidebar contains sections for 'Parents', 'Instructors/Staff', 'Reports & Analyses', and 'System Tools', each with links to various services and reports.

Click Here!

Inactivate Students

- Click the “Edit” button next to the correct year.

Click Here!

The screenshot shows a web application interface with a 'School History' modal window. The modal contains a table with columns: School Year, School, LEP, IEP, Grade, Start Date, End Date, and End Reason. Two records are visible:

School Year	School	LEP	IEP	Grade	Start Date	End Date	End Reason
2015/2016	[Redacted]				9/1/2015		Delete
2014/2015	[Redacted]				9/1/2014	8/31/2015	Delete

The 'Edit' button next to the '2015/2016' record is circled in red. A red arrow points from the text 'Click Here!' to this button. The background shows a search bar and a list of students.

Inactivate Students

- Enter in the “End Date”
- Important notes:
 - Once student is “inactive” he/she no longer appears on any active lists.
 - End Reason is not required at this current time.

School History

Close

Add new record Refresh

School Year	School	LEP	IEP	Grade	Start Date	End Date	End Reason
2015/2016	[Redacted]	[Redacted]	[Redacted]	3	9/1/2015		
2014/2015	Tendoy Elementary School	Not LEP	No IEP/504	2	9/1/2014	8/31/2015	

School Year: [Redacted]
School: [Redacted]
LEP: [Redacted]
IEP: [Redacted]
Grade: [Redacted]
AVID: [Redacted]
Start Date: [Redacted]
End Date: [Redacted]
End Reason: [Redacted]
Free/Reduced Lunch: [Redacted]

Update Cancel

SchoolHistory.aspx?StudentId=8227

Student Services

- Service Category
 - Before/After School
 - Unless you are a Kinder-program
 - (Pre-K/Kindergarten)
- Service Name
 - “Attendance”
- Hours
 - “1”
- Date
- Unassigned/Assigned
- Save

The screenshot shows the 'Student Services' web application. The 'Service Category' dropdown is circled in red. The 'Unassigned' and 'Assigned' sections are highlighted with red arrows. The 'Save' button is at the bottom right.

Student Services

Service Category: [Dropdown]

Service Name: [Text Box]

Hours: [Text Box] Date: [Date Picker]

Service Description: [Text Area]

Students: [List Box]

Center: [Dropdown]

Student Status: ☒ Active ☐ Inactive ☐ All

Grade: [Dropdown] Group: [Dropdown]

Filter by Student Name: [Text Box] [New Student](#)

Unassigned

Assigned

Student Selected: 0

[Save](#) [Clear](#)

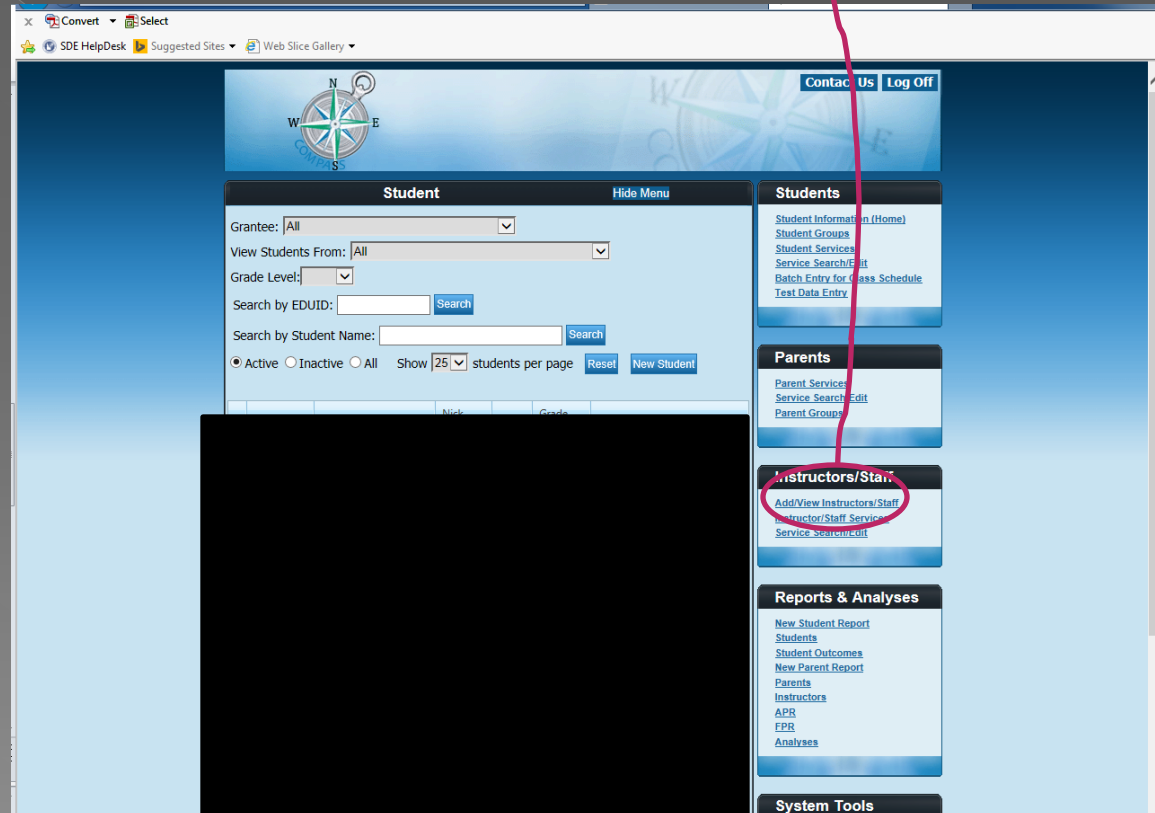
System Tools

Date Center
System Utility
eManual

Adding Instructor / Staff

- On your “Home Page” under “Instructor/Staff” click “Add/View/Instructors/Staff”

Click here!!



Adding Instructor/Staff

- Required Information:
 - > Instructor/ID
 - Make One Up
 - > First Name
 - > Last Name
 - > School
 - > Start Date

The screenshot shows a web application interface for adding instructor or staff information. The main form is titled 'Add Instructor / Staff' and includes several sections: 'Instructor / Staff' (with fields for ID, Discipline, First Name, Last Name, and Notes), 'Participation' (with fields for School Year, School, Start Date, and End Date), and a checkbox for 'Check if current instructor of participating students'. There are 'SAVE' and 'Reset' buttons. At the bottom, there is a 'View Instructors/Staff From:' dropdown and a 'Search by Name:' field with 'Search' and 'All' buttons. The right sidebar contains links for 'Students', 'Parents', and 'Instructors/Staff'. The top of the page has a navigation bar with 'Contact Us' and 'Log Off' links.

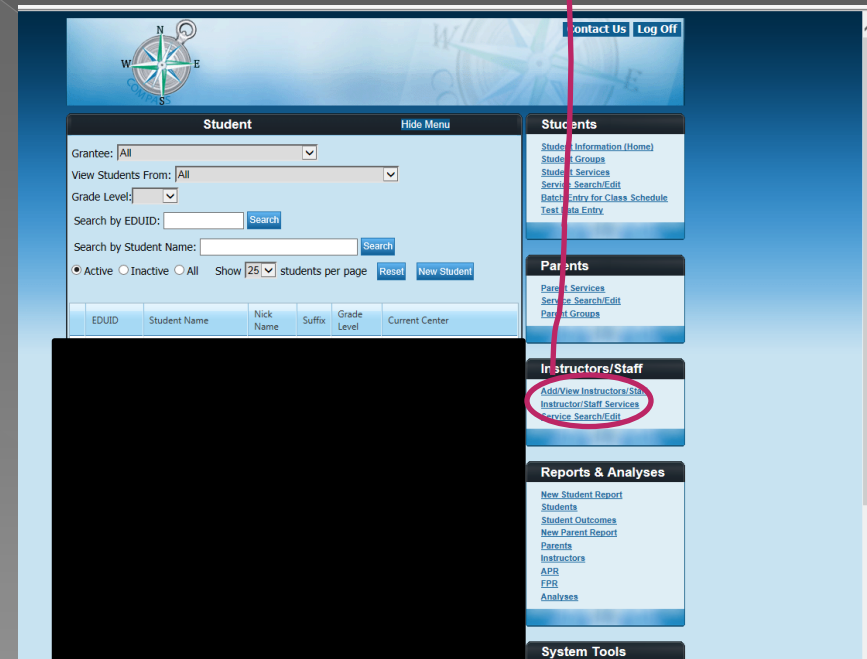
Required fields highlighted in red circles:

- Instructor/Staff ID
- First Name
- Last Name
- School Year
- School
- Start Date

Instructor / Staff Services

- On your “Home Page” under “Instructor/Staff” click “Instructor/Staff Services”
- This is how we will verify the State Social-Emotional Wellness Objective

Click here!!



Instructor Service

- Service Category
 - > “Staff Development”
- Service Name
 - > What was the focus?
- Hours
 - > How long was it?
- Date
 - > When was it?
- Unassigned/Assigned
- Save

The screenshot shows the 'Instructor/Staff Services' web application. The interface includes a header with a compass logo and navigation links like 'Contact Us' and 'Log Off'. The main content area is divided into sections for 'Service Category' (a dropdown menu), 'Service Name' (a text input field), 'Hours' (a text input field), and 'Date' (a date picker set to 1/29/2016). Below these fields is a search section for 'Instructor/Staff' with a search bar and a 'School' dropdown menu. The bottom section features two large panels: 'Unassigned' and 'Assigned', each with a list of items and navigation arrows. A 'Save' button is located at the bottom right of the main content area. The footer contains copyright information: 'Copyright © 2006-2016 CoBro Consulting. All Rights Reserved.'

Instructor/Staff Services

Service Category:

Service Name:

Hours: Date: 1/29/2016

Instructor/Staff

Search by Instructor/Staff Name:

School:

Unassigned **Assigned**

Browning, Heidi (ID: 34)

Save Clear

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Students

- [Student Information \(Home\)](#)
- [Student Groups](#)
- [Student Services](#)
- [Service Search/Edit](#)
- [Batch Entry for Class Schedule](#)
- [Test Data Entry](#)

Parents

- [Parent Services](#)
- [Service Search/Edit](#)
- [Parent Groups](#)

Instructors/Staff

- [Add/View Instructors/Staff](#)
- [Instructor/Staff Services](#)
- [Service Search/Edit](#)

Reports & Analyses

- [New Student Report](#)
- [Students](#)
- [Student Outcomes](#)
- [New Parent Report](#)
- [Parents](#)
- [Instructors](#)
- [APR](#)
- [FPR](#)
- [Analyses](#)

System Tools

Adding Parents

- On “Home Screen” click the little blue arrow on the left side of student name.
- Click on the bottom “Parents” tab.

Click Here!

The screenshot shows a web application interface for student management. At the top, there is a search bar labeled 'Search by Student Name:' with a 'Search' button. Below the search bar are radio buttons for 'Active', 'Inactive', and 'All', and a 'Show 25 students per page' dropdown. A table with columns 'AVID', 'Student Name', 'Nick Name', 'Suffix', 'Grade Level', and 'Current Center' is visible. A red circle highlights a small blue arrow on the left side of a student's name in the table. Below the table, there are tabs for 'Demographics', 'Parents', 'Academics', 'Testing', and 'School History'. The 'Parents' tab is selected and highlighted with a red circle. The 'Student Information' section contains fields for Address, City, State, Zip, Phone, Cell Phone, Email, and Contact Method. There are checkboxes for 'FAFSA / FinAid', 'FAFSA / FinAid Date Completed', and 'TRIO'. The 'School' section shows 'Tendoy Elementary School' and 'LEP: Former LEP Student; Now Fluent'. The 'Period' section has a dropdown for 'From 09/01/2015 To ?'. The 'Reason' section has a dropdown for 'AVID: NO AVID'. The 'Free/Reduced Lunch' section has a dropdown. The right sidebar contains sections for 'Parents', 'Instructors/Staff', 'Reports & Analyses', and 'System Tools'. A red line points from the text 'Click Here!' at the top right to the blue arrow in the table.

Click Here!

Adding Parents

- Click “New Parent” to add new parent
- Click “Edit” to assign existing parent

The screenshot shows a web application interface for managing student data. At the top, there is a search bar labeled 'Search by Student Name:' with a 'Search' button. Below the search bar, there are radio buttons for 'Active', 'Inactive', and 'All', and a 'Show 25 students per page' dropdown. A table lists students with columns for EDUID, Student Name, Nick Name, Suffix, Grade Level, and Current Center. The student 'Ayotte, Madison' is selected. Below the table, a detailed form for 'Ayotte, Madison' is shown. The form has tabs for 'Demographics', 'Academics', 'Testing', and 'School History'. The 'Demographics' tab is active, showing fields for 'First Name', 'Middle Name', 'Last Name', 'Suffix', and 'Nick Name'. Below these fields, there are 'GPA' and 'Services' sections. The 'Parent Information' section includes a 'Range of Family Income' field. At the bottom right of the form, there are two buttons: 'New Parent' and 'Edit'. Red circles highlight these buttons, and red lines point from the instructions on the left to them.

EDUID	Student Name	Nick Name	Suffix	Grade Level	Current Center
382476278	Ayotte, Madison			3	Tendoy Elementary School

First Name: Madison Middle Name: Last Name: Ayotte Suffix: Nick Name:

EDUID: 382476278

Demographics Academics Testing School History

GPA Services

Parent Information

Range of Family Income:

New Parent Edit

>	103217581	Honeycutt, Kaya		UNK	Valhalla
>	613474374	Juarez-Gamino (M), Francisco		UNK	Blackfoot Community Center (Old Data)
>	365264236	Thornock (M), Rueben		UNK	Blackfoot Community Center (Old Data)
>	621438718	Vaughn (M), Payton		UNK	Blackfoot Community Center (Old Data)
>	978375668	Aaron, Perkins		UNK	Gateway School of Language and Culture
>	958363564	Abbey, Vincent		2	Wilcox Elementary School
>	259222759	Abbott, Johnathan		1	Kids Klub, Inc.
>	x1322	Abbott, Joshua		K	Kids Klub, Inc.
>	677541263	Abdulmahdi, Zahraa		5	Harrison Elementary School (Twin Falls)
>	468747283	Abdulmahdi, Zaineb		4	Harrison Elementary School (Twin Falls)
>	174177774	Abegglen, Jacob		7	Madison Junior High
>	100113890	Abel, Kurtis		UNK	Kuna Junior High
>	876646602	Abell, Chloee		v	Harrison Elementary School

Parents

- Parent Services
- Service Search/Edit
- Parent Groups

Instructors/Staff

- Add View Instructors/Staff
- Instructor/Staff Services
- Service Search/Edit

Reports & Analyses

- New Student Report
- Students
- Student Outcomes
- New Parent Report
- Parents
- Instructors
- APR
- EPB
- Analyses

System Tools

- Data Center
- System Utility
- eManual

Adding Parent

- Required Fields:

- > First Name
- > Last Name

The screenshot displays a web application interface for adding a new parent. The main window is titled "New Parents" and contains a table of students. A modal form titled "New Parent" is open, allowing the user to enter parent information. The "First Name" and "Last Name" fields are highlighted with red circles, indicating they are required. The form includes the following fields:

- First Name (required)
- Last Name (required)
- Relation (dropdown menu)
- Language (dropdown menu, currently set to "Unknown")
- Phone Number
- Cell Phone
- Work Phone
- Extension
- Email
- Address
- City
- State
- Zip
- ParentEduLevel (dropdown menu, currently set to "Unknown")
- Notes (text area)

The background shows a table of students with columns: EDUID, Student Name, Nick Name, Suffix, Grade Level, and Current Center. The table lists several students, including Ayotte, Madison and Tondoy, Elementary School. The sidebar on the right contains links for "Parents", "Parent Services", "Service Search/Edit", and "Parent Groups".

Adding Parent

- Click “Assign”
- Find the Parent
- Click “Assign”

The screenshot shows a web application interface for managing student records. A modal window titled "Assign Parents" is open, displaying a "Parent List" with search filters for Region, School, and Parent Name. The "Assign" button is highlighted with a red circle. Below the list is an "Assigned Parents" section with a "No records to display" message and "New" and "Close" buttons.

Search by Student Name: Search

☒ Active ☐ Inactive ☐ All Show 25 students per page Reset New Student

EDUID	Student Name	Nick Name	Suffix	Grade Level	Current Center
38247678	Avette, Madison			3	Tendoy Elementary School

First Name: Last Name: EDUID: De: GP: Parent:

Parent List

Region: All School: All Parent Name:

Assign

Assigned Parents

No records to display.

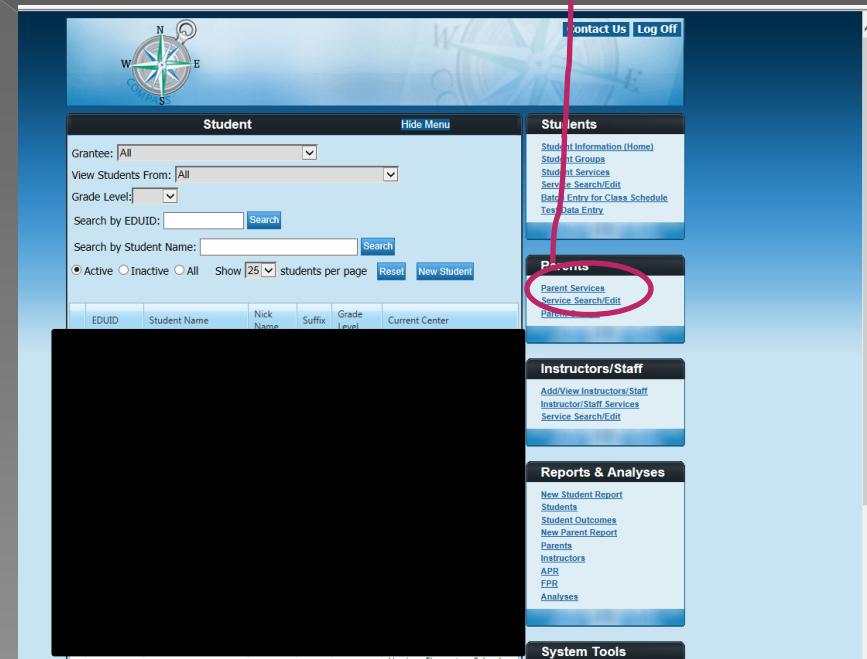
New Close

StudentParents.aspx?StudentId=8227

Parent Services

- On your “Home Page” under “Parents” click “Parent Services”
- This is how we will verify the State Family/Parental Involvement

Click here!!



Parent Services

- Service Category
 - > “Parent Education”
- Service Title
 - > What is the class?
 - > Classes only
- Hours
 - > How many hours?
- Date
 - > When was it?
- Unassigned/Assigned
- Save

Parent Services

Service Category: Parent Education

Service Title:

Hours:

Date: 1/29/2016

Service Description:

Parents

Filter By School: Select

Filter By Group: Select

Search by Parent Name:

Search by Student Name:

Search Parent by Any Name: Search

Filter by Student Grade Level: Select

Sort by Parent Name Sort by Student Name

Unassigned

Students

- Student Information (Home)
- Student Groups
- Student Services
- Service Search/Edit
- Batch Entry for Class Schedule
- Test Data Entry

Parents

- Parent Services
- Service Search/Edit
- Parent Groups

Instructors/Staff

- Add/View Instructors/Staff
- Instructor/Staff Services
- Service Search/Edit

Reports & Analyses

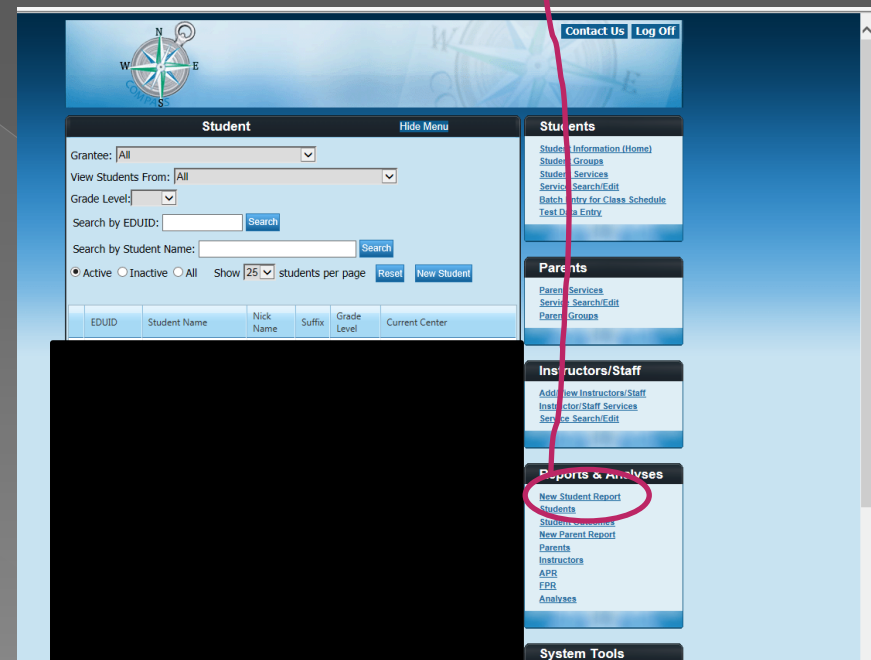
- New Student Report
- Students
- Student Outcomes
- New Parent Report
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- APR
- FPR
- Analyses

System Tools

- Data Center
- System Utility
- eManual

Reports for Fall 2015

- “Total Days Report”
- On your “Home Page” under “Reports & Analyses” click “New Student Report”



Reports for Fall 2015

- Fill in drop downs
 - > Grantee
 - > Round
 - > Center
- Student Status
 - > All
- Reports
 - > Service Detail Reports
- Report Type: Total Days

The screenshot displays the 'Student Reports' interface. At the top, there is a 'Back' button and the title 'Student Reports'. Below this is the 'Common Filters' section, which includes dropdown menus for 'Grantee', 'Center', and 'Grade', as well as 'Round' and 'Student Group'. There are also radio buttons for 'Student Status' with options 'Active', 'Inactive', and 'All'. The 'Reports' section contains radio buttons for 'Student List', 'Event Tracking', 'Student Summary Reports', 'Services Detail Reports' (which is selected), and 'Student Services Summary'. A 'Report Type' dropdown is set to 'Select'. The 'Graphical Reports' section has radio buttons for 'IEP', 'LEP', 'Race/Ethnicity', and 'Student Participation'. A text box on the right side of the interface states: 'Detailed reports of services provided to students. Report formats include services listed by total hours, by service, by student, and students with no participation.'

Reports for Fall 2015

- Service Category
 - > Before/After School
 - > Pre-K/Kindergarten
- Service Dates
 - > From: 9/1/2015
 - > To: 01/31/2015
- Report

Student Reports

Back Log Off

Common Filters

Grantee: American Falls School Distri Round: Round 7 - American Falls
Center: Student Group:
Grade:
Student Status:
☒ Active ☐ Inactive ☐ All

Reports

☐ Student List
☐ Event Tracking
☐ Student Summary Reports
☒ Services Detail Reports Report Type: Total Days
☐ Student Services Summary

Graphical Reports

☐ IEP
☐ LEP
☐ Race/Ethnicity
☐ Student Participation

Student Services By Total Days

School Year:
Service Category: Before/After School
Service Dates:
From: 9/1/2015 To: 1/31/2016
APR Year:
Reset Report

A list of students who participated in a specific service (or all services) during a specified date range, and the total number of hours of participation.

Reports for Fall 2015

- Fill in drop downs
 - Grantee
 - Round
 - Center
- Student Status
 - All
- Student Summary Report
- Report Type:
 - Gender
 - Grade Level
 - Race/Ethnicity

The screenshot shows a web application titled "Student Reports" with a "Log Off" button in the top right. The interface is divided into several sections:

- Common Filters:** Includes dropdowns for "Grantee" (Cassia School District), "Center", "Grade", "Round" (Round 10 - Cassia School D), and "Student Group". There are also radio buttons for "Student Status" (Active, Inactive, All).
- Reports:** A list of report types with "Student Summary Reports" selected. A tooltip for "Student Summary Reports" provides a detailed description: "Reports detailing total count and percentage of students (no names) by gender, race, IEP, IEP, school, ethnicity, grade level, and gender-race. Report in each category can additionally be filtered by race, ethnicity, gender, IEP or IEP." Other report types include Student List, Event Tracking, Services Detail Reports, and Student Services Summary.
- Graphical Reports:** Includes radio buttons for "IEP", "Race/Ethnicity", and "Student Participation".
- Student Summary:** A sidebar on the right with dropdowns for "SchoolYear" (2015/2016) and "Select" (Total Student). It also has dropdowns for "Race", "Ethnicity", "Gender", "IEP", and "LEP". At the bottom of this section are "Reset" and "Report" buttons.


Reports for Fall 2015

Convert Select


SDE HelpDesk Suggested Sites Web Slice Gallery

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Student Report By Gender




Gender	Student Count	Percent
Female	50	38.5
Male	66	50.8
Unknown	14	10.8
Total Students:	130	

Convert Select


SDE HelpDesk Suggested Sites Web Slice Gallery

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Student Report By Grade Level



Grade Level	Student Count	Percent
1	12	9.23%
2	13	10.00%
3	27	20.77%
4	19	14.62%
5	18	13.85%
6	22	16.92%
7	6	4.62%
8	11	8.46%
K	2	1.54%
Total Students:	130	

Reports for Fall 2015

● Race/Ethnicity

Hispanic/Latino: 51

American Indian: 6


Asian: 1

Native Hawaiian: 1

White: Whatever is left to make 130 (59)

Back

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Student Report By Ethnicity

Center: ALL School Year: 2015/2016
Gender: ALL

Ethnicity	Student Count	Percent
Hispanic/Latino	51	39.2
Non Hispanic/Latino	75	57.7
Unknown	4	3.1
Total Students:	130	

Back

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Student Report By Race

Center: ALL School Year: 2015/2016
Gender: ALL Grade: ALL

Race	Student Count	Percent
American Indian or Alaska Native	6	4.6
Asian	1	0.8
Native Hawaiian or Pacific Islander	1	0.8
Race and/or Ethnicity Unknown	25	19.2
White	97	74.6
Total Students:	130	

